



## International Taekwon-Do Federation (ITF)

### By Laws

On October 24th, 2003, the Board of Directors of the International Taekwon-Do Federation approved unanimously the adoption of the By-Law; it was then signed by the President and the Secretary-General.

Excerpts of By-Law and headings of all sections are reproduced below. To obtain a copy of the complete text, please contact the National Association in your country or the Secretary-General of the International Taekwon-Do Federation.

#### 1. Scope of Application

The International Taekwon-Do Federation and all affiliated organizations operate in accordance with the Constitution as approved at the 14<sup>th</sup> International Taekwon-Do Federation General Assembly in Warsaw, Poland, on June 13<sup>th</sup>, 2003.

The By-Laws, Rules and Regulations supplement the Constitution and reflect the detailed policy of the International Taekwon-Do Federation. The By-Laws must be in harmony with the Constitution; in case of conflict, the terms of the Constitution prevail.

#### 2. Communications

English and Spanish are the official languages of the International Taekwon-Do Federation, but other languages may also be used when appropriate.

Meetings of the Board of Directors and of the various committees may be held in person, by telephone or by Skype videoconferencing.

Official International Taekwon-Do Federation information may be transmitted through:

- a. Information letters.
- b. Advertising, featuring in-depth articles.
- c. Official Web site.

### **3. Guiding Principles**

- a. Practitioners of Taekwon-Do (TKD) recognize that they are forever students of our Founder, General Choi Hong Hi. The International Taekwon-Do Federation and its affiliated organizations will strengthen and promote the legacy of General Choi as described in his Encyclopaedia of Taekwon-Do, notably the twenty-four patterns and the philosophy.
- b. The International Taekwon-Do Federation belongs to all its members; it must work for its members and with its members to provide the services they need and want.
- c. The International Taekwon-Do Federation and its affiliated organizations are always open to suggestions from members and encourage innovative ideas.
- d. The International Taekwon-Do Federation and its affiliated organizations are and must remain free of all political influence.
- e. All decisions made by the administrators of the International Taekwon-Do Federation and its affiliated organizations must be fair, impartial and justified.
- f. The International Taekwon-Do Federation must play a proactive role in strategic areas such as communications and the development of the International Taekwon-Do Federation in its four facets: as a sport and a martial art, but also as a way of life and a tool for social development.
- g. The International Taekwon-Do Federation and its affiliated organizations must put maximum on-going efforts into building and maintaining an efficient structure and professional operations.
- h. All qualifications and promotions within the International Taekwon-Do Federation and its affiliated organizations will be attributed according to merit and in conformity with well-established criteria.
- i. The key to the future development of the International Taekwon-Do Federation and its affiliated organizations is its core group of Grand Masters, Masters and Instructors.
- j. Each individual who holds an official position in the International Taekwon-Do Federation or an affiliated organization or is accredited by the International Taekwon-Do Federation (including instructors, umpires, seminar leaders, examiners) must be an active member. This means he must have taken the appropriate courses, have the required certificates, and have paid all fees applicable. He must not be subject to disciplinary measures and must respect and apply the regulations of the International Taekwon-Do Federation
- k. The respect of hierarchy authority is an important principle in all martial arts. All members of International Taekwon-Do Federation will respect those who are their seniors in the organization, particularly their teacher. On the other hand, the seniors will treat their students and other juniors with respect and fairness.

### **4. Structure**

#### **4.1 The General Assembly – Voting Procedure**

Each member representing his country has the right to attend with a maximum of two delegates. Only one of the representatives has the right to vote.

The number of votes is based on the number of the schools/clubs (plaque holders) in their country.

From one (1) to twenty five (25) schools /clubs (plaque holders): one (1) vote

From twenty six (26) to fifty (50) schools/clubs (plaque holders): two (2) votes

From fifty one (51) to seventy five (75) schools/clubs (plaque holders): three (3) votes

From seventy six (76) to one hundred (100) schools/clubs (plaque holders): four (4) votes

From one hundred and one (101) and up schools/clubs (plaque holders): five (5) votes

#### 4.2 The Board of Directors

The Board of Directors is composed of the President, one (1) First (Senior) Vice President, two (2) Vice Presidents, one (1) Secretary-General, one (1) Treasurer and one (1) Director and one (1) Board Member from each Continent representing the Continental Federation.

The members of the Board of Directors serve a four-year term. Board Meetings are generally held once a year. When possible, these meetings are planned to coincide with international events. In between meetings, on a monthly basis or for urgent business, Board Members will be contacted by e-mail or other means to vote or provide their opinion on subjects within their mandate.

The Board:

- a. Approves objectives, action plans and budgets.
- b. Amends and approves By-Laws, rules, policies and procedures.
- c. Presents to General Assembly for approval any modifications to the Constitution that may become necessary.
- d. Participates in development and review of strategic planning.
- e. For each Standing Committee, nominates a Chair and approves the list of committee members submitted by the Chair.
- f. Approves decisions of Masters Promotion Committee (including recognition of equivalencies)
- g. Approves decisions of the Technical & Instruction, Tournament and Umpire Committee.
- h. Ratifies decisions to accept new members.
- i. Makes decisions about cases of discipline and expulsion.
- j. Makes decisions to take legal action when necessary.
- k. Takes any other actions within the mandate conferred by the Constitution and in the best interests of the International Taekwon-Do Federation and its members.
- l. May apply temporary disciplinary measures on a member or an individual.

The Board of Directors may approve expenses up to 5,000.00 USD (five thousand United States dollars) per case.

### 4.3 The Executive Committee

The Executive Committee is composed of the President, one (1) First (Senior) Vice President, two (2) Vice Presidents, one (1) Secretary-General, one (1) Treasurer and one (1) Director.

The Executive Committee:

- a. Executes decisions taken by the Board of Directors.
- b. Ensures day-to-day management of International Taekwon-Do Federation.
- c. May apply temporary disciplinary measures on a member or an individual, pending investigation and a decision by the Board of Directors.

The Executive Committee may approve expenses up to 5,000.00 USD (five thousand United States dollars) per case.

### 4.4 The President

As stated in the Constitution, the President is responsible for the development and maintenance of policy affecting the affairs of the International Taekwon-Do Federation and represents the International Taekwon-Do Federation in all international functions.

The President oversees the general operations of the International Taekwon-Do Federation.

The President chairs meetings of the Board of Directors and the Congress, as well as other meetings involving the members of the Board of Directors and the Chairs of the Standing Committees. He is an ex officio member of all committees.

The President works with the members of the Board of Directors and with other advisors chosen for their knowledge and experience.

The office of the President is responsible for:

- a. Strategy and orientation.
- b. Public relations (general public, other martial arts organizations, international sports organizations, etc.)
- c. Communications (media interviews, Web site, press releases; International Taekwon-Do Federation News and other publications)
- d. Ethics and discipline.

The President may authorize expenses of up to 12,000.00 USD (twelve thousand United States dollars) per year.

#### 4.5 The First (Senior) Vice-President

The First (Senior) Vice-President is responsible for:

- a. Analysing International Taekwon-Do Federation revenues, reports and making recommendations to the President regularly.
- b. Identifying and developing strategies to generate new services for the International Taekwon-Do Federation and ensures the implementation of these strategies in cooperation with the Development Committee.
- c. Follow-up on action plans with those responsible; reports results to the President.
- d. Providing solutions and resources necessary to reach objectives.
- e. Mediating in conflicts.
- f. May be given responsibility for specific files or projects.
- g. Coordinating and supervising articles to be published through the Communication Committee (CC).

#### 4.6 The Second Vice-President

The Second Vice-President is responsible for:

- a. Developing and maintaining relations with Grand Masters, Masters and Instructors.
- b. Identifying their needs in technical matters in cooperation with the Technical & Instruction Committee.
- c. Conducting surveys, consultations, and analyses of technical needs.
- d. Ensuring a "good fit" between technical decisions and administration.
- e. For legal cases in which the International Taekwon-Do Federation may be involved in cooperation with the Board of Directors.

#### 4.7 The Third Vice-President

The Third Vice-President is responsible for:

- a. Promoting development of International Taekwon-Do Federation TKD in countries, with schools and practitioners.
- b. Ascertaining current status in each country and needs for development.
- c. Suggesting short-term and long-term priorities.
- d. Monitoring and controls use of International Taekwon-Do Federation name, logo, etc. worldwide.
- e. Making sure that the International Taekwon-Do Federation name is registered as a trademark in all member countries.
- f. Sponsorship relation(s).

#### 4.8 The Secretary-General

The Secretary-General is responsible for:

- a. Handling correspondence and queries about the International Taekwon-Do Federation.
- b. Forwarding correspondence to appropriate officer or committee and ensures follow-up.
- c. Ensuring regular dissemination to members of the Board of Directors and Chairs of Standing Committees of information pertinent to their mandates or of general interest.
- d. Agenda, logistics, and minutes of meetings of the Board of Directors and of the General Assembly.
- e. Using e-mail or other means to transmit to members of the Board of Directors documents about current files, requesting that they vote or give their opinion; ensures follow-up.
- f. Consulting the Board of Directors about actions to be taken in urgent matters
- g. Processes membership applications.
- h. Maintaining a filing system, including files on national and individual members
- i. Issuing all International Taekwon-Do Federation certificates (International Instructors, Umpires, and Black Belt Degree, International Instructor Training Certificate, etc.).
- j. Performing other administrative tasks as required.

#### 4.9 The Treasurer

The Treasurer is responsible for:

- a. Implementing and maintains the International Taekwon-Do Federation accounting system.
- b. Preparing the budgets for operations, development and promotion.
- c. Ensuring application of appropriate policies and procedures for accounting.
- d. Producing detailed quarterly and annual financial statements.
- e. Producing other financial reports as required.
- f. Communicating frequently with the Board of Directors to provide feedback about the finances of International Taekwon-Do Federation.

#### 4.10 The Director:

The Director is responsible for:

Keeping relations with the Tournament Committee and Umpire Committee in order that proposals from the Tournament Committee and or Umpire Committee are being processed to the Board of Directors. Supervising that all Job Responsibilities of the Tournament Organizing Committee are being complied with. Any other issue might be given to the Director by the Board of Directors.

#### 4.11 The Standing Committees

The Chair of each Standing Committee is appointed by the Board of Directors. The Chair then submits to the Board of Directors for approval the names of the individuals proposed as members of that committee. From among the names submitted, the Board of Directors appoints at least two, and no more than four, members for each committee. The Chairs and members of the Standing Committees serve a four-year term. The President of International Taekwon-Do Federation is an ex officio member of all committees.

The Standing Committees:

- a. Are empowered to promulgate and act according to their rules, which must not be in conflict with the Constitution or By-Laws, subject to approval of the Board of Directors.
- b. On their own initiative or at the request of the Board of Directors, give opinions, make suggestions and recommendations within the scope of their responsibilities.
- c. Apply all policies, rules, and procedures within the scope of their responsibilities.
- d. Set objectives, outline action plans, and identify resources needed to reach those objectives.
- e. Present a formal annual progress report to the Board.

The Chair of each Standing Committee may authorize expenses of up to a total of 1,000.00 USD (one thousand United States dollars) per year.

If a member of a committee resigns or is otherwise unable to perform his duties, the Board of Directors may appoint another member to serve for the remainder of his term.

##### 4.11.1 The Technical & Instruction Committee (TIC)

The responsibilities of the Technical & Instruction Committee include the following:

###### Technical

- a. Settle differences in interpretation of International Taekwon-Do Federation techniques.
- b. Prepare programs and organize Technical Conferences
- c. Collaborate with the Second Vice-President responsible for technical matters.
- d. Review documentation on techniques; examine how they are used and eliminate any contradictions.
- e. Answer technical questions from members.
- f. Consult members about their technical needs.

- g. Provides articles for the International Taekwon-Do Federation and Instructors website.

#### Instruction

- a. Review and redefine contents of training programs for all levels and all ages.
- b. Revise contents and organization of International Instructors Courses.
- c. Determine the qualifications necessary and develop a list of Masters selected to give International Seminars or International Instructors Courses.
- d. Determine the qualifications necessary and select potential seminar leaders.
- e. Write and update model regulations for safety and quality of training
- f. Develop and update training tools (techniques, mental development, moral culture, ethics, etc.) using all available media.
- g. Consult high ranking 8<sup>th</sup> and 9<sup>th</sup> degree Masters about important interpretation or major changes.

#### 4.11.2 The Tournament Committee (TC)

The responsibilities of the Tournament Committee include the following:

- a. Run the Tournament inside the Competition Area, supervises the organization inside the Sport Stadium, and all the Ceremonies during the Tournament Schedule which will be carried out by Tournament Organizing Committee's.
- b. Make the competition schedule and electronic draws, supervises the official weigh in and supervises any other issue the TC considers of importance.
- c. Keep track of the results.
- d. Set Standards, deadlines, and other requirements for Internet Online Registration or other required.
- e. Modernize rules to promote safety. Suggestions of modernizations to be approved by the Board of Directors.
- f. Ensure application of Official rules of competition.
- g. Introduce the use of computers and other new technology for tournament organization and scoring.
- h. Assist and supervises preparations with the local organizer(s) and report results to the Board of Directors periodically.
- i. Develop guides about how to organize a competition at the national and international levels
- j. Develop a model business agreement between International Taekwon-Do Federation and the competition organizing committee
- k. Establish a policy for the selection of hosts and venues; receives applications from organizing committees, and presents the qualified candidates to the General Assembly where the decision is put to a vote.

#### 4.11.3 The Umpire Committee (UC)

The responsibilities of the Umpire Committee include the following:

- a. Train and qualify class "A" Umpires.
- b. Monitor qualification and training of class "B" Umpires.
- c. Assign Umpires for World Cups and World Championships
- d. Monitor performance and conduct of umpires during Competition
- e. Keep personal data of Umpires.
- f. Arrange the daily ring councils for the Umpires during Competition.
- g. Modernize rules of competition, ensure fairness and enhance ease of understanding. Suggestions of modernizations needs to be approved by the Board of Directors.
- h. Keep a very close relation with the Technical & Instruction Committee requesting at least one of the members of the Technical & Instruction Committee or a GM/Master appointed by the Chairman of the International Taekwon-Do Federation Technical & Instruction Committee to be present at the Umpire course.

The Umpire Committee will be the only one in charge of representing and conducting the Official Umpire Course.

In order to request a "A" class Umpire Certificate the candidate must have participated in an Official International Taekwon-Do Federation Umpire Course.

#### 4.11.4 The Ethics & Discipline Committee (EDC)

The responsibilities of the Ethics & Discipline Committee include the following:

- a. Develop and promote a Code of Ethics.
- b. Promote awareness and knowledge of ethical issues among members.
- c. Develop and conduct seminars on ethics and related topics, in collaboration with the Technical & Instruction Committee.
- d. Develop and update tools for teaching ethics and moral culture, in collaboration with the Technical & Instruction Committee.
- e. Provide advice and consultation to members on ethical issues and related matters.
- f. Develop and apply a decision-making process to review ethics complaints.
- g. Negotiate informal resolutions of ethics complaints; if necessary, refer complaints to the Board.
- h. Study and recommend principles, policies, and procedures for cases warranting suspension or expulsion.
- i. Conduct preliminary investigations of unethical conduct by International Taekwon-Do Federation members particularly in cases of violation of the International Taekwon-Do Federation Constitution, By Laws, policies, or standards.
- j. Make formal ethics complaints to the President when warranted.

#### 4.11.5 The Masters Promotion Committee (MPC)

The responsibilities of the Masters Promotion Committee include the following:

- a. Define criteria for promotion to titles of Master and Grand Master.
- b. Receive membership applications, conduct examinations, and make recommendations for Black Belts 7<sup>th</sup> degree and higher.
- c. Define promotion criteria for all levels, colours and Black Belts.
- d. Develop Examiner's Guide and pertinent evaluation forms.
- e. Develop and conduct seminars for examiners.

#### 4.11.6 The Development Committee (DC)

The Development Committee assists the International Taekwon-Do Federation, its national members, and its Instructors to develop and manage their business.

The responsibilities of the Committee include the following:

- a. Organize courses and offer training in development (planning, marketing, sales, public relations, management, motivation).
- b. Organize and present seminars on how to set up a TKD school and run it as a successful business.
- c. On request, support the NA and AA by providing assistance for strategic planning, pilot projects, and financing.
- d. Suggest programs for social development and possible sources of financing.

#### 4.11.7 The Communications Committee (CC)

The Communications Committee ensures the quality of communications, both internal and external.

The responsibilities of the Committee include the following:

- a. Develop and maintain an International Taekwon-Do Federation Web site that is attractive, informative, interactive, and user-friendly in cooperation with the International Taekwon-Do Federation webmaster.
- b. Update information on International Taekwon-Do Federation Web site regularly and frequently in collaboration with affiliated organizations.
- c. Publish articles, coordinated and supervised by International Taekwon-Do Federation's First (Senior) Vice President
- d. Establish contacts for coverage by major martial arts magazines and other media.
- e. Develop an image of the International Taekwon-Do Federation as a dynamic, growing organization that listens to and helps its members to promote that image
- f. Prepare an International Taekwon-Do Federation information kit.
- g. Planning and implementation for communications.

- h. Relations with the press and public relations.

#### 4.11.8 The Youth and Students Committee (YSC)

The Youth and Students Committee ensures the quality of communication between the members.

The responsibilities of the Committee include the following:

- a. To create a forum for all Youth and Students to put forward suggestions and opinions.
- b. To create a web site where discussion might take place.
- c. That university students be encouraged to take part in their own events.

The Chairman is responsible as a liaison between the International Taekwon-Do Federation and the others.

#### 4.12 Continental Federations (CF)

Continental Federations are legally registered democratic organizations, structured in harmony with the International Taekwon-Do Federation Constitution. The Continental Federation of each continent:

- a. Consists of National Associations (NA) recognized and affiliated to the International Taekwon-Do Federation on their continent.
- b. Represents the International Taekwon-Do Federation for that continent and may not be a member of any International Taekwon-Do body other than International Taekwon-Do Federation.
- c. Assures the respect and implementation of International Taekwon-Do Federation By-Laws, policies, standards, and rules by the NA on that continent.
- d. Ensures that all Black Belts and all Taekwon-Do teaching members and examiners have official International Taekwon-Do Federation certification and that all country members are members of International Taekwon-Do Federation, in collaboration with the NA(s).
- e. Collaborates in the preparation of the yearly International Taekwon-Do Federation calendar of competitions and other activities.
- f. Organizes and coordinates tournaments between member countries on their continent.
- g. Organizes seminars and other activities.
- h. Coordinates the timing of regional events such as seminars and international courses taking place on that continent.
- i. In the first quarter of each calendar year, sends a report to the Board of Directors.
- j. May collect fees from their member countries.

The elected President of the Continental Federation or a person appointed by the Board of Directors is also a member of Board of Directors.

#### 4.13 National Association (NA)

In each country there will be only one “national member” affiliated as “National Association (NA)”.

In order to obtain the status of a National Association (NA) the applicant must present documents that proves his legal national registration and may be given a two (2) years temporary International Taekwon-Do Federation membership.

The applicant may request the NA status after the two (2) years temporary International Taekwon-Do Federation membership.

The Board may approve this request or may decide for another temporary International Taekwon-Do Federation membership.

NA Requirements:

- a. Democratic and well structured legally registered non profit organization.
- b. Affiliating all instructors with a minimum of 10 Instructors and 20 black belt holders (requirements may change according to the country's population, economical resources or existing laws, etc).
- c. Sends one delegate to the Continental Federation and to the International Taekwon-Do Federation General Assembly meeting.
- d. Represents the International Taekwon-Do Federation in that country and may not be a member of any National or International Taekwon-Do or similar body other than International Taekwon-Do Federation. In case the NA is comprised by an other martial arts association the operation of the International Taekwon-Do Federation section must comply with the International Taekwon-Do Federation rules.
- e. Assures implementation and respect of the International Taekwon-Do Federation Constitution, By-Laws, policies, regulations and International Taekwon-Do Federation.
- f. Ensures that all Black Belts, teaching members, and examiners have official International Taekwon-Do Federation certification.
- g. Ensures that its Members are not affiliated to any other National or International Taekwon-Do or similar body other than the International Taekwon-Do Federation.
- h. May issue national Black Belt Certificates, checking with International Taekwon-Do Federation before doing so to make sure that the candidate has a valid International Taekwon-Do Federation Black Belt Certificate for that degree; the International Taekwon-Do Federation Black Belt Certificate number must appear on the National Black Belt Certificate.
- i. May organize national Umpire seminars and request the International Taekwon-Do Federation Umpire “B” certificate.

- j. Organizes and coordinates annual national tournaments in that country as well as other activities.
- k. Shall arrange a joined National Championship in order to select individuals and teams to represent the country for official international events as Continental and World Championships, including all International Taekwon-Do Federation practitioners in whether they are affiliated with the NA or with Allied Associations (AA's).
- l. Ensures that only those authorized by International Taekwon-Do Federation are involved in the manufacture, distribution, and sale of doboks, equipment, badges, and other items bearing the logo and/or the name of International Taekwon-Do Federation.
- m. In the first quarter of each calendar year, makes a report to the Board of Directors.
- n. Collects membership fees and remits appropriate amounts to International Taekwon-Do Federation.
- o. Status may be revised in case the above mentioned points from a to l are not being respected.

In order to remain a National Association (NA) the NA must request at least 10 Plaques Licences yearly. (Requirements may change according to the country's population, economical resources or existing laws, etc).

National Associations (NA) who do not full fill above mentioned requirement shall lose the status of NA and might obtain the status as a Taekwon-Do School, Club and/or Training Centre.

Existing National Associations (NA) that are unable to deliver required documents – if requested - as laid down in art. 4.13 point. a shall lose their status as NA and might obtain the status as a Taekwon-Do School, Club and/or Training Centre.

#### 4.14 Allied Association (AA)

In addition to the NA in a country, the International Taekwon-Do Federation may recognize other Associations as "Allied Associations" (AA).

The International Taekwon-Do Federation does not accept applications from Associations that:

- a. Received disciplinary sanctions or were expelled by any other national or International Taekwon-Do Federation.
- b. Released negative propaganda towards the International Taekwon-Do Federation through articles, letters, interviews and other.
- c. Created serious problems to the existing National Association in any country.
- d. Are affiliated or having commitments to other Taekwon-Do groups/ associations which practice the ITF system in their country.
- e. Don't wish to be part of the National Association anymore but aren't able to supply a credible reason to create an Allied Association.

In addition the applicant, to be eligible to apply for a temporary recognition as an AA, must fulfil the following requirements:

- a. Democratic and well structured legally and non profit registered association
- b. Affiliating all instructors with a minimum of 10 Instructors and 20 black belt holders (requirements may change according to the country's population, economical resources or existing laws, etc).
- c. Must practise Taekwon-Do as taught by the founder of TKD, General Choi Hong Hi, and act in accordance with the International Taekwon-Do Federation Constitution, By-Laws, policies, standards, and regulations.
- d. Must not be a member of any National and or International Taekwon-Do or similar body other than International Taekwon-Do Federation. In case the NA is comprised by an other martial arts association the operation of the International Taekwon-Do Federation section must comply with the International Taekwon-Do Federation rules.
- e. Must be headed by a person holding at least a 4<sup>th</sup> Degree Black Belt membership, certified by International Taekwon-Do Federation.
- f. Must ensure that all Black Belts, teaching members, and examiners have official International Taekwon-Do Federation certification.
- g. Must ensure that its Members are not affiliated to any other National or International Taekwon-Do or similar body other than the International Taekwon-Do Federation.
- h. May issue national Black Belt Certificates, checking with International Taekwon-Do Federation before doing so to make sure that the candidate has a valid International Taekwon-Do Federation Black Belt Certificate for that degree; the International Taekwon-Do Federation Black Belt Certificate number must appear on the National Black Belt Certificate.
- i. May organize national Umpire seminars and request the International Taekwon-Do Federation Umpire "B" certificate.
- j. May coordinate with the NA to submit names of individuals and/or teams for Continental and World Championships.
- k. Must ensure that only those authorized by International Taekwon-Do Federation are involved in the manufacture, distribution, and sale of doboks, equipment, badges, and other items bearing the logo and/or the name of International Taekwon-Do Federation.
- l. Must deliver a report to the Board of Directors in the first quarter of each calendar year.
- m. Must collect membership fees and remit appropriate amounts to International Taekwon-Do Federation.

In order to remain as an Allied Association (AA) the AA must request at least 10 Plaques Licences yearly. (Requirements may change according to the country's population, economical resources or existing laws, etc).

Allied Associations (AA) who do not full fill above mention requirement shall lose the status of AA and might obtain the status as a Taekwon-Do School, Club and/or Training Centre.

Existing Allied Associations (AA) that are unable to deliver required documents – if requested - as laid down in art. 4.14 point. a - shall lose their status as AA and might obtain the status as a Taekwon-Do School, Club and/or Training Centre.

#### 4.15 Procedure between National Association (NA) and Allied Associations AA(s):

##### Organizations:

The entities are entitled to work independently following the By Laws, Rules and Regulations.

Entities will remain, economically and administratively independent of the National Association (NA) and have the possibility to have their own activities.

##### Countries with one or more than one Allied Association (AA)

In countries where there are one or more than one Allied Association (AA) in agreement, the National Association (NA) will be the representative for all of them.

##### Promotions for degree:

- a. Organizations are authorized to promote for Black Belt Degree following the approved procedure.
- b. The NA will be in charge of updating the National Degree Register where all promotions will be recorded. The AA will provide the necessary information to the NA.
- c. The AA must send a copy of the Degree promotion plus 5% of the certificate fee to the NA according the International Taekwon-Do Federation rules.
- d. The International Taekwon-Do Federation must receive a copy of the 5% payment and then shall issue the certificates.

##### Discipline:

- a. The NA will be in charge of updating the National Discipline Register. The AA will provide the information needed.
- b. Both entities are deemed independent for a disciplinary matter and will accept the decision of the other with previous agreement of the International Taekwon-Do Federation.

##### International Instructor and /or Umpire Courses:

- a. The NA has the right to organize the International Instructor, Umpire Course, or any other International Taekwon-Do Federation course and may allow the AA to be part of the movement.
- b. In the case an AA wishes to organize an IIC or UC, it must obtain the International Taekwon-Do Federation approval.

### Continental and International Taekwon-Do Federation World General Assembly:

- a. The NA will represent its country in the Continental or International Taekwon-Do Federation World General Assembly.
- b. AA members may be present as observers.
- c. The NA should consult the AA, before taking decisions.

### Championships:

- a. The NA shall be in charge of organizing a joint National Taekwon-Do Championship and shall invite all International Taekwon-Do Federation practitioners whether they are affiliated with the National Association (NA) or with Allied Associations (AA's) with at least three (3) months notice prior to the Continental Championships in order that entities have enough time to inform and prepare their students.
- b. The NA shall be in charge of organizing a joint National Taekwon-Do Championship and shall invite all International Taekwon-Do Federation practitioners whether they are affiliated with the National Association (NA) or with Allied Associations (AA's) with at least three (3) months notice prior to the World Championships in order that entities have enough time to inform and prepare their students.
- c. The NA shall set the date, place, time and competition entrance fee.
- d. A copy of the invitation must be sent to the International Taekwon-Do Federation and the Continental Federation.
- e. NA and AA Black Belt competitors shall compete in the categories and /or divisions according to the International Taekwon-Do Federation Tournament rules in order that they may qualify for their speciality like pattern, sparring, power, spec. techniques and Pre Free Arranged Sparring.
- f. All competitors must wear the official International Taekwon-Do Federation Dobok.
- g. The 1<sup>st</sup> place winners of each individual category or division will be automatically representatives of categories or divisions in the Continental and World Championship.
- h. If the selected competitor is unable to participate in the International Event he/she shall be immediately replaced by the 2<sup>nd</sup> place winner.
- i. If the NA is not able or willing to organize the joint National Taekwon-Do Championships both mentioned Championships shall be organized by the AA.

### Inscription competition fee for the joined National Taekwon-Do Championships:

The competition inscription fee must be reasonable and the settled amount must be the same for all competitors.

### Umpires for National Championships:

Participating Umpires at the National Championships shall be selected Umpires from the NA and AA and must be in possession of the International Taekwon-Do Federation Umpire "B" or "A" certificate and ID Card.

## Continental and World Championships - Selection Procedure and Participation:

### National Team Coach(es) for Continental and/or World Championships:

The National Team Coach(es) will be appointed by the NA who may invite any other coach(es) if he thinks it is necessary. He/She/They is/are in charge of selecting the members for the Team events ONLY.

### Individual Coach(es) for Continental and World Championships:

The 1<sup>st</sup> place winners of each individual category or division obtained in the joint National International Taekwon-Do Federation Championships shall be, automatically, the representative for his/her category or division in the Continental and World Championship. Individual competitors are not obliged to join the National Team Training as they can be prepared by their own association or personal coach.

### Economical participation at Continental and World Championship:

Each Competitor may be sponsored through their own organization. The individual competition entrance fee for Continental and World Championship will be paid by organization or competitors of both entities. The Team competition entrance fee for Continental and World Championship will be paid by the NA.

### National Team trainings:

The National Team Training(s) and decisions will be made by the NA Coach. In the case of a selected Team NA or AA competitors shall pay the same training fee set by the NA in order to cover the hall rent and coach(es) travel expenses if requested. The National Team Training(s) will be announced at least 4 weeks prior to the training sessions.

### National Tracksuit:

The National Tracksuit will be designed and ordered through the NA and will be given to the selected members. Any selected NA or AA member will cover the same cost of the tracksuit. In case of a sponsor the tracksuit will be given to all selected members for free.

### Dobok and Safety Equipment:

Both entities must wear the International Taekwon-Do Federation Dobok and assure to print the country name above belt level of the Dobok jacket. Sparring competitors must be in possession of a red and blue pair of Safe T Equipment approved by International Taekwon-Do Federation

#### Travel and Accommodation Expenses:

Both entities may arrange and will take care of their own travel and accommodation expenses.

#### Umpires and Officials for International Continental and World Events:

- a. Both entities will indicate their own Umpires and officials.
- b. NA Umpires will have their accommodation expenses covered by the Championships organization as written in the official Championships invitation.
- c. AA Umpires will cover their own expenses or might be in agreement with the Championships organization Committee.

#### 4.16 Procedure in case the NA does not invite the AA (s) to the joint national Championships or in other matters of discussion:

In case the NA does not invite the AA(s) to the first joint national Championship three (3) months prior to the event in order to select the competitors for the Continental Championships, the International Taekwon-Do Federation shall take the following decision.

- a. Both joint events (Continental and World Championships) will be organized by the AA who will invite NA members.
- b. If NA members do not wish to participate in the joint national Championships they shall not take part in both mentioned Championships (Continental and World Championships).
- c. If the AA does not invite the NA to the joint national Championships (Continental and World Championships), the International Taekwon-Do Federation will take the ultimate decision to guarantee a fair solution in order that NA and/or AA members are able to participate at Continental and World Championships.

In case the NA or AA request the presence of a member of the International Taekwon-Do Federation Board of Directors they should send an official invitation and cover the necessary expenses.

In other matters of discussion the International Taekwon-Do Federation will take a fair decision.

#### 4.17 Taekwon-Do School, Club and/or Training Centre

In a country where does not exist an NA or AA or were the applicant does not meet the required items laid down in art.4.13 or 4.14, a Taekwon-Do School, Club and/or Training Centre might be accepted by the International Taekwon-Do Federation Board of Directors as a temporary Club member. All Black Belts must be in possession of the International Taekwon-Do Federation Black Belt Degree certificate.

#### 4.18 Individual Black Belt Members

To be recognized as a Black Belt Degree member he/she must be affiliated through the NA, AA or TKD Schools, Clubs and/or Training Centres accepted by the International Taekwon-Do Federation Board of Directors, and must be in possession of the International Taekwon-Do Federation Black Belt Degree certificate.

#### **5. Instructors and Teaching Licence (Plaque Certificate)**

Each individual teaching member - Grand Masters, Masters, Instructors, and Assistant Instructors (from 1<sup>st</sup> to 9<sup>th</sup> degree) - must have a valid teaching licence, known as a "plaque".

The application of a candidate for a teaching licence must be approved by the NA or AA. This approval will be given only for those applicants who train regularly and have attended teaching courses offered by the NA or AA during the period preceding the application.

Starting January 1st, 2004, the plaque fee is 60.00 USD for one year or 100.00 USD for two years.

This fee is collected by the NA or AA which keeps 10.00 USD (or 15.00 USD for two years) and remits 50.00 USD (or 85.00 USD for two years) to the International Taekwon-Do Federation Treasurer.

Upon receipt of the application approved by the NA or AA and the plaque fee, the Secretary General will issue or renew the teaching licence for the applicant.

#### **6. International Activities**

An International Instructor, Master or Grand Master may teach in countries other than his home country only with the approval of the Chair of the Technical & Instruction Committee.

A seminar leader may present seminars in countries other than his home country if he has been invited by the NA or AA of that country and if the Chair of the Technical & Instruction Committee has approved.

An examiner may grade candidates in countries other than his home country if he has been invited by the NA or AA of that country and if the Chair of the Masters Promotion Committee has approved.

Anyone who wishes to develop International Taekwon-Do Federation Taekwon-Do in regions not yet served by International Taekwon-Do Federation must present his project to the Chair of the Development Committee and the project must be accepted by the NA or AA responsible for that region, if any. The International Taekwon-Do Federation Board of Directors makes the final decision.

## 7. Qualifications

### 7.1 Requirements

#### 7.1.1 Black Belt Membership Degrees

Before applying for testing for a Black Belt Degree membership, the candidate must have completed the required preparation period.

Therefore, the original of the International Taekwon-Do Federation Black Belt membership card or certificate indicating the degree held currently and the promotion date must be shown to the Examination Committee prior to the grading.

grading	preparation period	additional requirements
1 <sup>st</sup> to 2 <sup>nd</sup> degree	18 months	a 3 months reduction will be applied if the candidate participates at one or more IIC's during preparation period.
2 <sup>nd</sup> to 3 <sup>rd</sup> degree	2 years	a 3 months reduction will be applied if the candidate participates at one or more IIC's during preparation period.

Note: The preparation period for advancement from 1<sup>st</sup> to 2<sup>nd</sup> degree or from 2<sup>nd</sup> to 3<sup>rd</sup> degree will be reduced by a maximum of three (3) months if the candidate takes one or more International Instructors Courses during the preparation period. In that case, the International Training Certificate number for the course must be provided when applying for grading.

grading	preparation period	additional requirements
3 <sup>rd</sup> to 4 <sup>th</sup> degree	3 years	minimum age: 21 years * The candidate must participate at least at one (1) IIC during the preparation period. A 6 months reduction will be applied if the candidate participates at a 2 <sup>nd</sup> IIC during the preparation period. A maximum of one reduction time may be applied.*
4 <sup>th</sup> to 5 <sup>th</sup> degree	4 years	The candidate must participate at least at one (1) IIC during the preparation period. A 6 months reduction will be applied if the candidate participates at a 2 <sup>nd</sup> IIC during the preparation period. A maximum of one reduction time may be applied.*
5 <sup>th</sup> to 6 <sup>th</sup> degree	5 years	The candidate must participate at least at one (1) IIC during the preparation period.

		<p>A 6 months reduction will be applied if the candidate participates at a 2<sup>nd</sup> IIC during the preparation period.  A maximum of one reduction time may be applied.*</p>
6 <sup>th</sup> to 7 <sup>th</sup> degree	6 years	<p>The candidate must participate at least at two (2) IIC's during the preparation period.  No reduction time is given</p>
7 <sup>th</sup> to 8 <sup>th</sup> degree	7 years	<p>The candidate must participate at least at two (2) IIC's during the preparation period.  No reduction time is given</p>
8 <sup>th</sup> to 9 <sup>th</sup> degree	8 years	<p>The candidate:</p> <ol style="list-style-type: none"> <li>should be active and must participate at least at two (2) IIC's during the preparation period.</li> <li>no reduction time is given</li> <li>need the support of at least three (3) 9<sup>th</sup> Degrees to request the promotion.</li> <li>should during his career been loyal and accomplished duties for Taekwon-Do in his country and for the International Taekwon-Do Federation.</li> <li>must appear in front of the Master Promotion Committee panel at the appointed date. The panel will ask questions which they deem appropriate for the circumstances</li> </ol> <p>In the case the candidate does not full fill above mentioned requirements the board might agree to accept the applicant promotion request according to:</p> <ol style="list-style-type: none"> <li>a special work given by the Board of Directors and complied by the candidate.</li> <li>having under his Leadership/Instruction 3 Masters in activity</li> </ol> <p>NB.: an extra waiting period of 4 years will be applied for candidates coming from other organizations and whom did not obtain the 7<sup>th</sup> and 8<sup>th</sup> degree degrees through the International Taekwon-Do Federation, or having received a replacement International Taekwon-Do Federation Degree Certificate for above mentioned Degrees</p>

\* Completion of at least one International Instructors Course during each preparation period.

### **Special notes:**

Candidates facing physical problems and in time to take a promotion to a higher degree could be recommended by the NA or AA to the Masters Promotion Committee in order to take a special promotion test.

The candidate for Black Belt Degree membership 7<sup>th</sup> to 9<sup>th</sup> degrees submits the following requirements one (1) month prior the promotion date to the International Taekwon-Do Federation Administrative HQ:

- a. National Degree Application Form.
- b. Curriculum vitae.
- c. Thesis (minimum of 6 pages).
- d. Letter of approval of NA or AA.

The President of the NA or AA signs the candidate's forms and forwards them to the International Taekwon-Do Federation within one month of the grading date. The new degree holder will receive a Black Belt Degree Certificate, a plastic ID Black Belt degree ID card and a International Taekwon-Do Federation degree pin.

#### 7.1.2 Regulations for the acceptance of Degree graduations of other organizations

- a. From 1<sup>st</sup> up to 3<sup>rd</sup> Degree the regulations of the NA or AA apply and the International Taekwon-Do Federation shall issue replacement International Taekwon-Do Federation Black Belt Degree certificates for those not in possession of the International Taekwon-Do Federation Black Belt Degree certificate according the settled fee.
- b. Candidates from 4<sup>th</sup> to 6<sup>th</sup> Degree wearing the black stripes on the pants and jacket and not in possession of the International Taekwon-Do Federation Black Belt Degree certificate must participate in an IIC in order to obtain the right to apply for a replacement International Taekwon-Do Federation Black Belt Degree certificate according the settled fee.
- c. Candidates from 4<sup>th</sup> to 6<sup>th</sup> Degree wearing the black stripes on the pants and jacket and in possession of the International Taekwon-Do Federation Black Belt Degree certificate must participate in an IIC in order to confirm their degree status.
- d. Applications for 7<sup>th</sup> to 9<sup>th</sup> degree must have the approval of the International Taekwon-Do Federation Board of Directors.
- e. Candidates must be a member of an NA or AA and must apply for the International Taekwon-Do Federation plaque and International Instructor Certificate.
- f. Candidates shall pay the plaque certificate fee for the last three years.

### 7.1.3 International Instructors Course (IIC)

The International Instructors Course is open to Red Belts, Black Belts, Instructors, Masters and Grand Masters . The NA or AA organizing the course must have received the approval of the Chairman of the International Taekwon-Do Federation Technical & Instruction Committee.

A minimum of two (2) members of the International Taekwon-Do Federation Technical & Instruction Committee is required in order to conduct the course.

Participants receive an International Training Certificate.

a. Contents of International Instructor Course for Black Belts 4<sup>th</sup> Degree and above:

- patterns from Chon-Ji through Tong-II, according to level
- steps, traditional and sports sparring
- self-defence
- applications of traditional techniques
- philosophy
- protocol
- possibility of grading for up to 8<sup>th</sup> Degree Black Belt with the approval of the NA and/or AA
- qualification for International Taekwon-Do Federation International Instructor (4<sup>th</sup> degree and higher)

b. Contents of International Instructor Course for Red Belts (Gup 1 & 2) and Black Belts 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Degrees:

- training secrets
- theory of power
- patterns from Chon-Ji through Choi-Yong, according to level
- steps, traditional and sport sparring
- self-defence
- applications of traditional techniques
- tenets of TKD and student oath
- protocol and the meaning of the Do
- possibility of grading for up to 3<sup>rd</sup> Degree Black Belt with approval of the NA or AA

## 7.2 Grading

### 7.2.1 Promotion

- a. Promotion to 9<sup>th</sup> Black Belt Degree membership will be conferred by International Taekwon-Do Federation Board of Directors and ratified by the General Assembly.
- b. Promotion to 7<sup>th</sup> and 8<sup>th</sup> Black Belt Degree membership will be conferred by at least three (3) members of the Masters Promotion Committee.
- c. Promotion to 6<sup>th</sup> Degree Black Belt membership will be organized and authorized in writing by the NA or AA and conferred by an International Taekwon-Do Federation Master (8<sup>th</sup> or 9<sup>th</sup> degree) appointed by the Technical & Instruction Committee.
- d. Promotion to 5<sup>th</sup> Degree Black Belt membership will be organized and authorized in writing by the NA or AA and conferred by an International Taekwon-Do Federation Master (7<sup>th</sup>, 8<sup>th</sup> or 9<sup>th</sup> degree) appointed by the Technical & Instruction Committee.
- e. Promotion to 4<sup>th</sup> Degree Black Belt membership will be organized and authorized in writing by the NA or AA and conferred by an International Taekwon-Do Federation Master (7<sup>th</sup>, 8<sup>th</sup> or 9<sup>th</sup> degree) appointed by the Technical & Instruction Committee.
- f. Promotion to 3<sup>rd</sup> Degree Black Belt membership must be authorized by the NA or AA and conferred by an International Taekwon-Do Federation International Instructor (6<sup>th</sup> degree Black Belt or higher).
- g. Promotion to 2<sup>nd</sup> Degree Black Belt membership must be authorized by the NA or AA and conferred by an International Taekwon-Do Federation International Instructor (5<sup>th</sup> degree Black Belt or higher).
- h. Promotion to 1<sup>st</sup> Degree Black Belt membership must be authorized by the NA or AA and conferred by an International Taekwon-Do Federation International Instructor (4<sup>th</sup> degree Black Belt or higher).
- i. Candidates for Gup grades are graded by International Instructors who are 4<sup>th</sup> Degree Black Belt members and higher.

### 7.2.2 Instructors

Instructors are selected among the 4<sup>th</sup> to 6<sup>th</sup> Degree Black Belt members and approved by their NA or AA.

### 7.3.3. International Instructor

An International Instructor is an individual who:

- is at least 21 years old
- is at least a 4th Degree International Taekwon-Do Federation Black Belt member
- has participated at the required International Instructors Course
- is the holder of an International Instructor Certificate
- has a valid International Taekwon-Do Federation teaching plaque

#### 7.2.4 Assistant Instructors

Assistant Instructors are selected among the 1<sup>st</sup> to 3<sup>rd</sup> Degree Black Belt members and approved by their NA or AA.

#### 7.2.5 Grades (Gup)

There are ten Gup grades from 10<sup>th</sup> grade (white belt) to 1<sup>st</sup> grade (red belt with black stripe). Gup certificates are issued by the NA or AA.

#### 7.3 Ordinary Membership Fees

Ordinary Membership fees are set by the Board of Directors and may be amended at any time by the Board. All fees payable to International Taekwon-Do Federation must be remitted to the International Taekwon-Do Federation ADMHQ.

##### 7.3.1 Extra Ordinary Membership Fees

##### 7.3.2 Black Belt Membership Degrees Fees

It is available to NA or AA.

##### 7.3.3 International Instructor Course Fees

They are available to NA or AA

##### 7.3.4 International Umpire Fees

They are available to NA or AA

##### 7.3.5 Other Fees

They are available to NA or AA

##### 7.3.6 Reduced Fees

The International Taekwon-Do Federation shall define a policy of reduced fees for teaching plaques and Black Belt degree memberships for individual members in developing countries. The formula used to pre-classify those countries will be based on that of the World Bank Group, but each country must present an official request for consideration by the Board of Directors.

Fees for International Instructor Courses may be adjusted, depending on the number of participants.

Reduced fees are granted on the principle that the reduction will be passed on to the students.

#### 7.4 Titles & Functions of Black Belt Teaching Members

- a. 9<sup>th</sup> degree, **Grand Master**, will be addressed as SASUNG NIM.
- b. 8<sup>th</sup> and 7<sup>th</sup> degree, **Master**, will be addressed as SAHYUN NIM.
- c. 6<sup>th</sup>, 5<sup>th</sup> and 4<sup>th</sup> degree, **Instructor**, will be addressed as SABUM NIM.
- d. 3<sup>rd</sup>, 2<sup>nd</sup> and 1<sup>st</sup> degree, **Assistant Instructor**, will be addressed as BOOSABUM NIM.

#### 7.5 Hierarchy

##### 7.5.1 Seniority among Members

Seniority is established according to grade or degree. If two members hold the same degree, seniority will be established according to the following rule:

- a. The date on the grade or degree certificate determines seniority.
- b. If two members hold the same grade or degree and their certificates were issued on the same date, the one who started practising Taekwon-Do earlier will be considered senior.
- c. If the above criteria are not decisive, the person with the earlier date of birth will be considered to be senior.

##### 7.5.2 Respect & Affiliation

- a. The student owes respect, loyalty, and gratitude to his teacher at all times because of the teaching and guidance he has received. Therefore, as the student progresses to higher levels in International Taekwon-Do Federation Taekwon-Do, he continues to work in affiliation with his teacher. Exceptionally, a student may reach a higher Black Belt degree than his teacher, who may have interrupted his training for some reason. Nevertheless, the student must show a special regard for that former teacher.
- b. Income from the operations of an International Taekwon-Do Federation-accredited school, such as examination fees, might be divided between the Master and the instructors according to agreement.

##### 7.5.3 Arbitration

Sometimes, particular circumstances make it difficult for a student and his teacher to continue working in harmony. The student may request permission from the NA or AA to change to another teacher.

#### 7.5.4 Sanctions

After investigation, the International Taekwon-Do Federation Ethics & Discipline Committee may recommend that the Board of Directors apply sanctions, which may include expulsion.

### **8. Dress Specifications**

#### 8.1 Dobok:

Practitioners must wear the current International Taekwon-Do Federation approved Dobok, introduced in 1982.

The Dobok consists of a jacket, pants, and a belt.

- a. Grade members (colour belts) wear the basic uniform:
  - The jacket and pants are white.
  - The International Taekwon-Do Federation badge is worn on the left-hand side of the jacket front at chest level.
  - On the back of the jacket is a logo which symbolizes an evergreen tree and incorporates the word “Taekwon-Do” in English and Korean.
  - On the outside of both pant-legs, at knee level, appear the letters I.T.F.
- b. Black Belt members 1<sup>st</sup> to 3<sup>rd</sup> Degree wear the basic uniform with the addition of black piping three centimetres wide around the bottom edge of the jacket.
- c. Black Belt members 4<sup>th</sup> Degree and above, not qualified as International Instructors wear the basic uniform with the addition of black piping three centimetres wide around the bottom edge of the jacket and a vertical black stripe three centimetres wide on the outside of both pant-legs.
- d. International Instructors 4<sup>th</sup> to 6<sup>th</sup> degree wear the same uniform as degree members with the addition of a vertical black stripe three centimetres wide on the outside of each sleeve of the jacket and both of the pant-legs.
- e. Masters and Grand Masters wear the same uniform as International Instructors with the addition of a vertical white stripe of one centimetre wide on the outside of each sleeve of the jacket and both of the pant-legs.

#### 8.1.1. Suit and Tie

- a. At official occasions International Instructors 4<sup>th</sup> and 6<sup>th</sup> degree wear a suit and red tie.
- b. At official occasions Master Instructors 7<sup>th</sup> and 8<sup>th</sup> degree wear a suit and gold tie.
- c. At official occasions Grand Master Instructors 9<sup>th</sup> degree wear a suit and a white tie.

## 8.2 Belt:

- a. The belt is five centimetres wide and five millimetres thick. It is worn wrapped around the body once.
- b. There are six colours of belts:

Black: 9<sup>th</sup> to 1<sup>st</sup> degree

Red with black stripe: 1<sup>st</sup> grade (gup)

Red: 2<sup>nd</sup> grade (gup)

Blue with red stripe: 3<sup>rd</sup> grade (gup)

Blue: 4<sup>th</sup> grade (gup)

Green with blue stripe: 5<sup>th</sup> grade (gup)

Green: 6<sup>th</sup> grade (gup)

Yellow with green stripe: 7<sup>th</sup> grade (gup)

Yellow: 8<sup>th</sup> grade (gup)

White with yellow stripe: 9<sup>th</sup> grade (gup)

White: 10<sup>th</sup> grade (gup)

- c. The stripe at one end of the belt that indicates 9<sup>th</sup>, 7<sup>th</sup>, 5<sup>th</sup>, 3<sup>rd</sup> or 1<sup>st</sup> gup, is five millimetres wide. The distance between the stripe and at one part of the belt only is five centimetres.
- d. The level of Black Belt degree membership is written in gold-coloured Roman numerals at one end only of the belt.
- e. A grade or degree holder may add his name and surname in gold letters as well as the name "International Taekwon-Do Federation" and/or of the NA or AA.
- f. Junior Black belts (up to 17 years) must wear a black and white in horizontal division belt, and at the age of 18 years the belt must be changed into the Black belt.

## **9. Administration**

### 9.1 Policies, Procedures, Rules & Standards

In order to facilitate the application of this By-Law, the Board of Directors may issue and apply policies, procedures, rules and standards on various subjects, such as the criteria for admission, re-admission and country annual renewal application to membership in the International Taekwon-Do Federation, acceptable equivalencies for degrees, the division of monies collected for examination fees or from the sale of doboks and equipment, etc.

### 9.2 Remittance of fees

All fees remitted by Continental Federations, NA or AA's, as well as those paid directly to International Taekwon-Do Federation, should be sent to the International

Taekwon-Do Federation ADMHQ for deposit in the International Taekwon-Do Federation Bank account plus the Bank charges.

### 9.3 International Taekwon-Do Federation Certificates & Plaques

The Secretary-General issues all official International Taekwon-Do Federation degree membership certificates, teaching plaques, attestations of participation and other certificates.

### 9.4 Reimbursement of Expenses

- a. The Board of Directors will develop and update a policy and procedures for the reimbursement of expenses.
- b. Eligible expenses incurred by the members of the Board of Directors and the Standing Committees while carrying out their duties will be reimbursed if they were included in a budget approved by the Board of Directors. Requests to cover unbudgeted expenses will receive individual consideration by the Board of Directors, but such requests should be presented before the expenses are incurred.
- c. To be eligible for reimbursement, expenses must be reasonable. Eligible expenses may include the cost of: travel (transportation, accommodation, meals, etc.), meetings (facilities, documents, etc.), communications (telephone s., fax, Internet access, etc.), office supplies and equipment, purchase of publications and subscriptions, registration fees for conventions and other meetings, membership in certain organizations, and consultants fees.
- d. Requests for reimbursement must be made on the form provided and include original receipts for all expenses. They must be forwarded to the International Taekwon-Do Federation ADMHQ every quarter or more frequently.
- e. The International Taekwon-Do Federation ADMHQ will verify that the reimbursement requested falls within the guidelines, obtain approval from the Board of Directors, as appropriate, and proceed with the reimbursement.

## **10. Doping Control Requirements - Facilities Doping Control**

### 10.1 Doping Control in accordance with WADA Code

International Taekwon-Do Federation has established the International Taekwon-Do Federation Anti-Doping Rules in accordance with the World Anti-Doping Agency (WADA) Code.

### 10.2 Doping control during international competition

The organizer of an international event will arrange for a doping control during the competition in compliance with the International Taekwon-Do Federation Anti-Doping Rules. The Organisers will coordinate with the International Taekwon-Do Federation Doping Control Officer on the number of test to be taken - 5 minimum. The organizer will coordinate with the National Anti Doping Authorities (NADO) to arrange the actual testing.

### 10.3 Doping control facilities

The Organisers will provide adequate facilities for doping control. They will coordinate with the International Taekwon-Do Federation Medical/Doping Commission and the NADO on the actual arrangements for the facilities.

## **11. Administration for Doping Control**

### 11.1 Acknowledgement of Anti-Doping Rules

All participants in international Taekwon-Do competitions will confirm that they are aware of the International Taekwon-Do Federation Anti-Doping Rules. The participants will therefore sign an applicable document to acknowledge their awareness of the rules. Participants will only receive their accreditation card after they have provided confirmation of their acknowledgement.

### 11.2 Guidelines for Doping Control arrangements

The Organisers will appoint a person in charge of the arrangements for the Doping Control at the Championship, preferably the Doping Control Officer of the National Association. He or she will closely cooperate with the International Taekwon-Do Federation Doping Control Officer.

Issues to be coordinated with the NADO before the event

- a. The staff of the NADO, in charge of taking the samples, should be male and female to ensure that they can take samples from male and female competitors.
- b. Ensure that the NADO staff is available not later than 12.00 hours.
- c. Ensure that enough persons are available to accompany the competitors after they have been selected until the samples have been taken.
- d. Ensure that the staff of the NADO bring the required forms and containers for the samples.
- e. Ensure that the staff of the NADO is aware that a competitor can attend the Medal Ceremony in case his or her team is involved in the ceremony.

## **12. Honorary Members & Distinctions**

The Board of Directors, on a recommendation from one of its members, a Chair of one of the Standing Committees, or a president of a Continental Federation, an NA or an AA, may bestow on deserving individuals such honours and distinctions as they see fit.

## **13. Amendments to By-Laws**

This By-Law may be amended at any time by a majority vote of the Board of Directors. In force of January 1<sup>st</sup>, 2010